

DEPARTMENT OF EDUCATIONAL FOUNDATIONS AND COUNSELLING  
FACULTY OF EDUCATION  
OBAFEMI AWOLOWO UNIVERSITY, ILE-IFE

2012/2013 RAIN SEMESTER EXAMINATIONS

EFC 402: Administration and Organisation of Guidance Programme

Answer all questions

Time Allowed: 2 hours

Section A: (20 marks)

1. The total budget for the guidance programme should not be less than -----  
to ----- per cent of the total annual expenditure
2. One of the differences between guidance and counselling is that under  
counselling locus of control remains with the .....
3. The school counsellor depends on the Health Personnel for .....
4. One difference between guidance and counselling is that under guidance  
learning is seen as specific to the problem in question while under counselling,  
learning is seen as -----
5. ----- are the major sources of referral of students  
to the counsellor.
6. The questions Who? Will do what? With what? And When? Are asked at the -  
----- stage.
7. Guidance and Counselling is a sequential, continuous and .....  
-----process, which starts from birth to death.

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8. Guidance is also meant for all "normal", developing children and adults except handicaps. YES / NO -----
9. ----- model of guidance programme is common in Nigerian secondary schools
10. Guidance programme at early levels of Education will make it possible to give attention to health, results and ----- issues early enough before becoming a big problem at the higher educational levels.
11. A collaborative team ----- is essential for team success.
12. The acronym CASSON stands for -----  
-----  
-----
13. One of the leadership roles of the school counsellor is to assist ----- obtaining and keeping current materials on occupational, educational, and personal-social information.
14. The description that guidance and counselling is to help people become "more effective," "satisfied," and "useful" is credited to -----
15. The two types of orientations in the school guidance services are -----  
-----and -----
16. PTA chairman should be a member of the guidance committee YES/NO-----
17. ----- should formulate the philosophy of the school guidance programme
18. -----service focuses on gathering information, organising them, and interpreting them so that students can understand themselves or be understood

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19. In the guidance team, follow up service is usually performed by the -----  
-----

20. Each guidance worker in the school guidance programme must have a -----  
----- which clearly specifies his  
responsibilities in the school guidance programme

**Section B:**

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1. Write short notes (not more than 5 sentences each) on the following:
  - a. What are the necessary ingredients for creating a functional and collaborative team?
  - b. Discuss briefly the ideal leadership style for guidance programme?
  - c. What are the counselling methods that are ideal for elementary or pre-primary level of education?
  - d. Identify the sources of funding for guidance programme apart from government?

(20 marks)

2. Given that ethics are rules and regulations which guide the practice of a profession: Give five reasons why ethics are necessary in the counselling profession; Discuss any three ethical codes of conduct for school counsellors; and Identify challenges militating against effective implementation of the identified ethical codes.

(20 marks)

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